

MINUTES of THE KING'S CHURCH of ENGLAND PRIMARY SCHOOL FOUNDATION GOVERNING BOARD MEETING

Held on

Thursday 19 June 2025 - 7.00pm at school

Present

Caroline Baird (CB)	Foundation Governor
Deidre Carswell (DC)	Co-opted Governor - attended online.
Theresa Demir (TD)	Deputy Headteacher
Beth Elliott (BE)	Foundation Governor - attended online.
Janine Farrance (JF)	Co-Chair - Foundation Governor (SDBE)
Reverend Dr Melanie Harrington (MH)	Foundation Governor
Louise Mitchell (LM)	Staff Governor
Tanya Ray (TR)	Foundation Governor - attended online from 20.10.
Larissa Sutton (LS)	Co-Chair - Parent Governor
Lynn Tandler (LT)	Foundation Governor
Karen Verge (KV)	Headteacher

In Attendance

Nicola Cheshire (NC)	Wandsworth Governor Services
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1. Welcome

LS, meeting Chair, thanked everyone for their attendance and welcomed them to the meeting.

2. Opening Prayer

KV led the opening prayer.

3. Governing Board Procedures and Administration

a. Apologies for absence

Apologies for absence were received and accepted from Rosaleen O'Callaghan (ROC), Co-opted Governor and Vicky O'Neill (VON), Foundation Governor. Reverend Canon Dr Giles Fraser (GF), Ex Officio Foundation Governor, Kennan Michel (KM), LA Governor and Peter Popham (PP), Foundation Governor did not attend the meeting or send apologies for absence. The meeting was quorate.

b. Declarations of interest

There were no declarations of interest. New governors and any governor who has still not completed their Declaration of Interests was reminded to do so as a matter of urgency.

Action – Declarations of Interest to be completed on GovernorHub.

c. Governing Board Membership

I. Note any new appointments.

There were no new appointments to note.

II. Note any vacancies.

The board has one vacancy for a Parent Governor which, as most governors are also parents at the school, will remain vacant to ensure balance on the board.

d. Get Information About Schools (GIAS)

The school confirmed that GIAS is up to date.

e. Approval of the minutes of the previous FGB meeting (1 May 2025) and matters arising.

The minutes of the previous FGB meeting held on 1 May 2025 were agreed and approved.

Action - Minutes of the previous FGB (01.05.25) to be signed as approved on GovernorHub.

All matters arising from the previous meeting have either been completed or are on the agenda except for:

- **No.2 - BE to be appointed as SDBE Foundation Governor** - this is ongoing and will remain an action until completed.
Action - BE to be appointed as SDBE Foundation Governor.
- **No.5 - Governing Board skills audit** - all governors to complete a skills audit before the Governing Board Away Day.
Action - All governors to complete a skills audit before the Governing Board Away Day. LS to organise.
- **No.7 - Church fund for families unable to afford school trips** - arrangements for this were ongoing. Governors recorded their thanks and appreciation to GF and St Anne's for setting this fund up.
Action - Church fund for families unable to afford school trips to be set up.

f. Head's appraisal panel

An additional governor was needed to sit on the Head's appraisal panel and anyone interested in joining JF, LS and Matt Ball (MB), School Improvement Partner from AfC to contact JF & LS as soon as possible.

Action - Governors to volunteer to join the Head's appraisal panel.

4. Co-Chairs' Report and Strategic Priorities

a. Co-Chairs' Report

Summer term has been busy and productive. Now that the permanent Senior Leadership Team is in place it is time for everyone to reflect on the achievements of 2024-25 and think about the strategic priorities for 2025-26. It is also time to reflect on the new Board structure and evaluate its impact and effectiveness: as a whole, as committees and as individual contributors and the Strategic Away Day will provide an ideal opportunity to do this. To further ensure the Board is maximising the wealth of skills and talents of its members and is best placed to support and effectively and constructively challenge SLT to deliver for the school and its community, all governors will be asked to complete a skills audit, to highlight the combination of skills and experience on the Board, and any gaps or training and development needs either for the whole Board or for individuals.

Succession planning will also be a priority in 2025-26 as both Co-Chairs have confirmed that they will be stepping down at the end of the 2025/26 academic year. Nominations for a Vice Chair or Co-Vice Chairs will be sought in September to support the Co-Chairs during 2025-26 and hopefully consider standing for election as Chair/Co-Chair for 2026-27. Nominations are also sought for the roles of Chair of People and Resources Committee and for Treasurer to the Governing Board.

The Co-Chairs thanked all governors for all their time, energy, and commitment this year with special thanks extended to DC for her diligence as the Interim Chair of People and Resources Committee and ensuring delivery of all committee priorities including the budget.

Strategic Away Day

The Board's Strategic Away day is on Thursday 3 July 2025 at St Anne's. As well as providing the opportunity for the Board to undertake some self-reflection and evaluation of its own

performance and the successes and lessons from the 2024-25 academic year, there will be presentations from SLT and Matt Ball (MB) School Improvement Partner (SIP) from AfC on the challenges facing the borough, education trends both local and national and on the operational and strategic priorities for 2025-26. The programme for the day is being finalised and will be sent to governors as soon as possible.

Action - Programme for Strategic Away Day (3 July 2025) to be sent to governors as soon as possible.

5. Headteacher's Report to include:

The Headteacher's report was shared in advance of the meeting. Key points for governors to note included:

- The on roll number is currently 391. This represents a total drop of 9 children (33 leavers and 24 in-year admissions).
- Year to date average attendance is 96% which is above the national average.
- KS2 SATS have been completed and went well.
- Phonics funding from an alternative English Hub has been secured to cover the cost of books for Year 2.
- PE & Sports Premium grant has been confirmed for 2025-26.
- An alternative venue for Year 6 Journey has been secured for next year. The new venue is smaller and better aligned with the school's philosophy and values and will reduce costs considerably.
- Charity grant has been secured to cover the costs of work on 'The Branch' (the additional rooms for SEND) and quotes for the work obtained.
- Free Breakfast Club rollout has been deferred until April 2026.

Changes to Year 6 School Journey

LS and BE declared their interest in this item as parents of children who will be in Year 6 next year.

Governors and the school have received mixed parental feedback about the change of venue and the proposal to move the Year 6 School Journey to the autumn term next year, with concerns being raised about the short notice of the change and the trip coinciding with 11+ and entrance exams.

Q - Are the parental concerns about the trip coinciding with the 11+ and entrance exams founded?

A - We have checked and there aren't any entrance exams taking place in the Borough during the week of the planned School Journey (15.09.25). The only school in the area that is holding entrance exams that week is Sutton Grammar and although we have not had any children going there for the last 5 years there is one family considering applying this year.

Q - Can you explain the logic for moving the School Journey to the autumn term?

A - This is for a variety of reasons including costs, which have become prohibitive at the venue we have been using in the summer term and this led to parental concerns being raised about the costs of this year's trip. There are also other advantages of enabling Year 6 to bond and share this experience early in the year that could enhance their learning and bring benefits for the whole of their final year. The venue is also smaller and better aligned to the school values and ethos.

Q - Have you listened to the parents' concerns about the short notice of the change?

A - We have, particularly in relation to payment for the trip and the payment plan will be extended beyond the date of the trip to allow for this.

Q - What about the concerns about the potential negative impact on learning of taking time out so early in the academic year?

A - At the meeting with the parents the views on this were mixed with some feeling that this will negatively impact learning and others not that concerned about it. We will benchmark the children at the start of the academic year and then the Year 6 teachers will reassess them after the trip and then continue monitoring over the rest of the year, so we will be able to assess this over time.

Q - When do other schools go on their School Journeys, is what you are proposing unusual?

A - We have checked with other local schools and just over half go in the summer term as we have always done in the past, but several schools did say they were considering changing this because of the escalating costs of running the trip in the summer.

Q - If a significant number of parents decide not to send their children on the trip will it increase the costs for those who do go and is there a minimum number below which you will have to reconsider running the trip in the autumn?

A - If we have 40 children the trip will go ahead but below that we will need to reconsider. If we run the trip but not all children go it might increase the costs slightly as we will have to pay the full cost of the coach regardless of the numbers travelling.

Q - Do you feel that there are any learning points from the reaction and feedback you have received to this proposed change from parents?

A - We do now recognise that it would have been better to have spoken to parents about this earlier, rather than telling them once the decision was made. But we were trying to address the parental concerns about the cost of this year's trip and did not anticipate the reaction about 11+ and entrance exams. We do realise that this was a mistake and should we be in this situation again we will learn from it and involve parents at an earlier stage.

Governors were pleased that there has been learning from this and recognised the potential benefits of the trip framing and enhancing learning for the whole of Year 6. To consider the initial impact of going on the School Journey in the autumn term Governors asked for a report and feedback on the trip including assessment data to be provided at the Autumn 2 FGB meeting.

Action - Initial report and feedback on the Year 6 School Journey to be prepared for Autumn 2 FGB meeting.

To enable an informed decision on whether this change should continue for the following year governors requested a full report on the overall impact of running the School Journey in the autumn term, including parental feedback and comparative costs, be brought to the Summer 2 FGB meeting.

Action - Full report on overall impact of changing the School Journey, to include parental feedback and costings, to be prepared for Summer 2 FGB.

Mixing of Year 4

JF declared her interest in this item as a parent of a child in Year 4.

Governors and the school have also received a mixed response from parents about proposals to mix this year's Year 4 at the end of the year in readiness for Year 5 transition. Historically class mixing has taken place at the end of Reception before children move into Key Stage 1 (Year 1) and at the end of Year 2 before they move into Key Stage 2 (Year 3) to ensure balance and cohesion of the groups. The proposal to mix this year's Year 4 reflects the cohort which has become really unbalanced in terms of gender, level of need and behaviour. Interventions to support this have been tried this year without success and the proposal to mix the two classes will help address and eliminate these before they move into Year 5.

As the issues with this Year group are well known in was anticipated that parents would think the school best placed to make this decision and had underestimated the strength of parental feeling around this change and now recognise more time should have been spent outlining the reasons for the decision, the benefits it will bring and addressing parental concerns before announcing it.

Q - It is good you recognise that there should have been more consultation but what have you learnt about the process of handling something like this?

A - Have learnt more about the parent body at this school and recognise that communication really matters here. Despite speaking to other schools who have done this in a similar way, we now

recognise that we need a different approach at this school where parents want to be informed about changes as early as possible and like to be given the opportunity to comment on and shape things. We have tried to listen to the feedback from parents and put additional support measures in place to help address their concerns as well as including opportunities to meet other parents through meetings and coffee mornings but do recognise that this should have happened sooner.

Q - Are you intending for this to be built into strategy going forward so that parents are aware that there will be mixing at the end of Year 4 or do you see this as a one off for this cohort?

A - It started as a response to a need for this Year 4 cohort, but it could make sense for the end of Year 4 to be a regular review and mixing point in readiness for Year 5 transition.

TR joined the meeting (20.10)

Governors recognised this was ultimately an operational decision for the school to make but the strategic implications and risks surrounding it also needed to be considered and the Board kept informed. The importance of clarity and transparency about the reasoning behind this decision was discussed and need for a clear communications strategy to support such change emphasised.

It was agreed that the school would produce a report on the impact of mixing the current Year 4, highlighting the changes made and the impact on behaviour. The report should also include a clear proposal for year group mixing across the school and a communications strategy to support this.

Action - School to produce a report on the impact of this change, a clear plan for year group mixing and communication strategy to support it going forward for Autumn 2 FGB.

a. School Improvement/Development Plan update

All five SDP priorities remain green and on track to be completed by the end of the academic year. An update for each of the five areas is included within the Headteacher's Report and will be discussed at the Strategic Away Day together with the strategic priorities for 2025-26.

b. Safeguarding update

A total of six SPA (single point of access) referrals to Children's Social Care have been made this year and there are currently three children with a CPP (child protection plan) at the school.

c. School Link Advisor's termly note of visit.

There has not been a School Improvement Partner (SIP) visit since the last FGB and the next visit is on Thursday 26 June 2025.

The SIP facilitated a SLT Leadership Day in May focused on this year's achievements and the priorities for next year using feedback from surveys and monitoring. SLT found this useful and informative and really valued the advice and support from the SIP.

d. Admissions data

60 offers have been made and accepted. One admissions appeal has been made and will be heard on 04.07.25.

Concerns have been raised about the costs of appeals to the school (£400 administration fee per appeal plus staff time). Appeals are organised by AfC and as they are parent led the costs are outside of the school's control. As King's is a popular and in demand school the potential for these costs to spiral is of concern and will be raised with AfC.

Action - Concerns about the cost of admissions appeals to be raised with AfC.

6. Financial Management

a. 2025-26 Budget update.

The final 2025-26 Budget, as approved virtually by FGB was submitted to AfC by the deadline of 6 June 2025. This forecasts a break-even position at the end of 2025-26, with excess expenditure in the following two years covered by reserves. This is a slightly worse projection than in the original draft budget, due primarily to a downward revision of forecast pupil numbers.

Year to date budget monitoring for P2 shows excess expenditure but this is because no Pupil Premium or FSM (free School Meal) funding has been received and experience has shown that first quarter figures are seldom meaningful owing to timing and cash accounting issues.

b. Changes to staffing structure.

Following staff consultation some changes are being made to the front of house team with three job share positions becoming one full time role and the School Business Manager increasing their hours to 4 days per week. These changes will be discussed in more detail at the next People & Resources Committee to ensure all Health & Safety, Premises and Site Management responsibilities are covered.

7. Committee Reports and updates.

a. Curriculum and Standards (CB)

The Curriculum and Standards Committee has not met this half term because of the work members are doing for the Strategic Away Day. The first meeting of the SEND Working Group to look at the ongoing SEND challenges is on 2 July 2025.

b. Faith, Wellbeing and Community (GF)

LT gave the committee update in GF's absence. The Faith, Wellbeing and Community Committee meeting is scheduled for 23 June 2025 and will include a learning walk. Issues to be covered include:

- Collective Worship
- Wellbeing review
- Risk taking in the playground.
- Behaviour Policy
- Review of the Faith, Wellbeing and Community committee work this year and proposals for next year.

The issue of enhancing the links between the Faith, Wellbeing and Community Committee and the PSA were discussed and it was agreed that one of the committee members would take over the Link Governor - PSA Liaison from LS.

Action - Member of FW&C committee to take on Link Governor-PSA Liaison role.

c. People and Resources (including statutory obligations) (DC)

This has been a busy term for the People and Resources Committee focused on the budget. Thanks to the hard work and collaboration of everyone involved all deadlines have been met and the school and the board now have a much better understanding of the school's finances and the risks and challenges being faced in the future. The importance of all governors understanding this was emphasised and all governors were encouraged to look at the 3 year budget forecast to ensure they are clear about this.

Other work this term includes:

- The establishment of the SEND Working Group to get a better understanding and grasp of the funding issues and deficit associated with this.
- Exploring fundraising opportunities, including the sponsored Bike Ride to Paris. Fundraising for this currently stands at c£10k and all governors were asked to do all they can to support this event. Governors were also invited to the send-off from the school at 9.00am on Friday 4 July 2025.

I. Appointment of new Committee Chair

DC is standing down as the interim Chair of the People & Resources Committee and any governor interested in taking on this role should contact the Co-Chairs. DC will be remaining on the committee and is happy to offer support and advice to her successor.

Action - Any governor interested in becoming the new Chair of the People & Resources Committee to contact the Co-Chairs.

II. Appointment of a Treasurer to the Governing Board

The post of Treasurer remains vacant and anyone interested in taking on this role should contact the Co-Chairs.

Action - Any governor interested in becoming the Treasurer to the Governing Board to contact the Co-Chairs.

d. Governor Training update

Some governors have been experiencing problems booking on to AfC training courses and this will be raised with AfC.

Action - Difficulties of booking AfC training courses to be raised with AfC.

It was agreed that wherever possible governors will attend the school's Safeguarding Training at the start of the autumn term.

Action - Dates and times of school Safeguarding Training in September to be sent to governors as soon as possible.

8. Annual GDPR and Cyber Security report from DPO

There were no GDPR or cyber security breaches to report.

The annual GDPR and Cyber Security report from the DPO was deferred until the next meeting.

Action - Annual GDPR and Cyber Security report from DPO to be deferred until the next meeting.

9. Health and Safety annual audit report

The Health and Safety audit had been completed with a positive outcome. No significant issues were highlighted and no actions are outstanding.

10. PE and Sports Premium funding report

The PE & Sports Premium Funding report will be published on the school website by the 31 July 2025 deadline and discussed at the autumn meeting of the People & Resources Committee.

Action - PE & Sports Premium Funding report to be published on school website by 31.07.25 deadline and discussed at autumn P&R meeting.

11. Policies for approval (in accordance with the Policy Review Schedule)

There were no policies for approval at this meeting.

12. Preparation for the 2025-26 Academic year

A governors meeting schedule for 2025-26 has been drafted and will be shared with governors on GovernorHub. All Committee Chairs were asked to schedule committee meetings for the year and ensure that they take place before FGB meetings so committee updates can be received.

Action - 2025-26 FGB meeting schedule to be shared with governors and all Committee Chairs to schedule meetings before FGBs to enable committee updates to be given at FGBs.

13. Any Other Business

Summer BBQ for staff

The Governors’ summer BBQ and drinks for staff to thank them for their hard work over the year is on Wednesday 9 July 2025 at St Anne’s.

Governors End of Year message to the School Community

The Co-Chairs will write the Governors end of year message to the school community.

14. Date and time of next meeting.

The next **FGB meeting** will be held on **Thursday 16 October 2025 – 7.00pm at the school.**

Close of Main Meeting

15. Part 2 – Confidential – if necessary.

No Part 2 Confidential items were discussed.

Signed: _____ Dated: _____
Larissa Sutton (Co-Chair and Chair of this meeting)

Agreed actions from King's CofE Primary School FGB (19 June 2025)

No.	Agenda Item	Action	Who by	By When
1.	3.b	Declarations of Interest to be completed on GovernorHub.	GF, BE, ROC & TR	Asap
2.	3.e	Minutes of the previous FGB meeting (01.05.25) to be signed and approved on GovernorHub.	JF	22.07.25
3.	3.e No. 2	BE to be appointed as SDBE Foundation Governor.	GF & KV	Asap
4.	3.e No.5	All governors to complete a skills audit before the Governing Board Away Day. LS to organise.	All governors. LS	30.06.25
5.	3.e No.7	Church fund to be set up for families unable to afford school trips.	GF, LM & KV	Asap
6.	3.f	Governors to volunteer to join the Head's appraisal panel.	All governors	23.06.25
7.	4.b	Programme for Strategic Away Day on 3 July 2025 to be sent to governors as soon as possible.	JF & LS	Asap
8.	5.	Initial report and feedback on the Year 6 School Journey to be prepared for Autumn 2 FGB meeting.	KV	20.11.25
9.	5.	Report on impact of changing the Summer Journey, to include parental feedback and costings, to be taken to Summer 2 FGB.	KV	18.06.26
10.	5.d	Concerns about cost of admissions appeals to be raised with AfC	JF	22.07.25
11.	7.b	Member of F, W&C committee to take on Link Governor-PSA Liaison role.	Member of F, W&C	23.06.25
12.	7.c. I	Any governor interested in becoming the new Chair of the People & Resources Committee to contact the Co-Chairs.	All governors	22.07.25
13.	7.c. II	Any governor interested in becoming the Treasurer to the Governing Board to contact the Co-Chairs.	All governors	22.07.25
14.	7.d	Difficulties of booking AfC training courses to be raised with AfC	LS	Asap
15.	7.d	Dates and times of school Safeguarding Training in September to be sent to governors as soon as possible.	KV	Asap
16.	8.	Annual GDPR and Cyber Security report from DPO to be deferred until the next meeting.	KV & DPO	Autumn 1 FGB
17.	10.	PE & Sports Premium Funding report to be published on school website by 31.07.25 deadline and discussed at autumn P&R committee meeting.	KV and P&R committee	31.07.25 Autumn P&R
18.	12.	2025-26 FGB meeting schedule to be shared with governors. All Committee Chairs to schedule meetings before FGBs to enable updates to be given at FGBs.	NC & Committee Chairs	Asap

KING'S CoFe PRIMARY SCHOOL – GOVERNOR FGB MEETING ATTENDANCE RECORD 2024-25

Governor	Meeting Dates					Attendance
	24.09.24	21.11.24	06.02.25	01.05.25	19.06.25	
Caroline Baird Foundation Governor	✓	✓	✓	✓	✓	100% 5/5 meetings
Deidre Carswell Co-opted Governor	✓	A	✓ online	A	✓ online	60% 3/5 meetings
Theresa Demir Associate Governor (Deputy HT)	✓	✓	✓	✓	✓	100% 5/5 meetings
Beth Elliott Foundation Governor			✓	A	✓ online	67% - 2/3 meetings Appointed 06.02.25
Janine Farrance – Co Chair Foundation Governor (SDBE)	✓	✓	✓	✓	✓	100% 5/5 meetings
Reverend Canon Dr Giles Fraser Ex-officio Foundation Governor	✓	A	✓	✓	NA	60% 3/5 meetings
Reverend Dr Melanie Harrington Foundation Governor	NA	✓	✓	✓ online	✓	80% 4/5 meetings
Mark Ivory Foundation Governor	✓	✓				100% - 2/2 meetings Left 01.02.25
Kennan Michel LA Governor	A	✓	A	A	NA	20% 1/5 meetings
Marian Mollet Foundation Governor	✓	✓				100% - 2/2 meetings Left 31.12.24
Louise Mitchell Staff Governor			✓	A	✓	67% - 2/3 meetings Appointed 21.11.24
Rosaleen O’Callaghan Co-opted Governor			✓	A	A	33% - 1/3 meetings Appointed 21.11.24
Vicky O’Neill Foundation Governor				✓	A	50% - 1/2 meetings Appointed 01.05.25
Peter Popham Foundation Governor		✓	✓	NA	NA	50% 2/4 meetings
Tanya Ray Foundation Governor				A	✓ online	50% - 1/2 meetings Appointed 01.05.25
Larissa Sutton – Co-Chair Parent Governor	✓	✓	✓	✓	✓	100% 5/5 meetings
Lynn Tandler Foundation Governor	✓	✓	✓	✓	✓	100% 5/5 meetings
Karen Verge Interim Headteacher	✓	✓	✓	✓	✓	100% 5/5 meetings
Key: ✓ = Attended the meeting. A = Apologies for absence sent and accepted. NA = No apologies for absence sent.						